



Preamble

The diocese is committed to ensuring that all who participate in the life of the church do so in safety, and are free from harm. It affirms that any form of exploitation of any vulnerable person can never be consistent with Christian profession. In particular it affirms its belief that the welfare of children and vulnerable adults is paramount. The diocese operates in ten political jurisdictions, and works with people from a remarkably diverse spread of nationalities, ethnic backgrounds and cultures. Legal procedures differ widely from State to State. Within that context each Chaplaincy is required to adopt a Protection Policy that incorporates the following Code of Practice. They must:

- Plan the work of the Chaplaincy so as to minimise the risk of abuse to children and vulnerable adults,
- Introduce a system whereby children, young people and anyone who suspects abuse may talk with an independent person,
- Apply agreed procedures for the recruitment of both paid staff and volunteers
- Give all such staff clear roles,
- Use supervision of staff and volunteers as a means of protecting the vulnerable,
- Explore as fully as possible any applicant's experience of or contact with children, young people or vulnerable adults,
- Find out whether any applicant for a role with children, young people or vulnerable adults has any conviction for a criminal offence which might constitute a risk for their working with the vulnerable, (or been refused access to children or young people for any reason.)
- Issue clear guidelines on how to deal with disclosure, suspicion or discovery of abuse,
- Train paid staff and volunteers, their coordinators or supervisors and policy makers in the prevention of abuse.

What is abuse?

The main forms of abuse with children and young people are:

- Neglect,
- Causing physical harm,
- Sexual abuse (that is behaviour that involves forcing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening;
- Emotional abuse (that is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on emotional development);
- Spiritual abuse (that is any form of abuse carried out under the guise of religious practice)

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These forms of abuse can also apply to vulnerable adults, as well as the following:

- Verbal abuse
- Financial abuse
- Discrimination
- Institutional abuse

In summary, what might be called the 'Golden Rule' is: Keep all relationships with children and young people open, observable, readily understood and shared with more than one responsible adult. All work with children and young people must be well supervised and the people doing it carefully selected, well trained and aware of their protection duties

A Model Policy for work with vulnerable Adults might look like this.

This policy statement was adopted by the Chaplaincy Council of _____ at a meeting held on _____

This policy will be reviewed each year to monitor the progress which has been achieved.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this chaplaincy we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of adults who may be vulnerable, ensuring their well being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of adults who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, psychological, verbal, sexual, financial and spiritual abuse of vulnerable adults and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with adults who may be vulnerable.
8. The chaplaincy is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst adults who may be vulnerable.
10. Each person who works with vulnerable adults is invited to abide by these recommendations and the guidelines established by this church.

Chaplain

Churchwarden

Churchwarden

Date



Guidelines for Good Practice when working with children and young people

Churches need to be aware of risk, and to have procedures for managing risk. This means looking at every aspect of ministry and church life and making sure that the risk of abuse or exploitation has been minimized.

Recruitment should include these elements.

- A clear description of the role needs to be owned
- References should normally be required and checked
- Every possible enquiry must be made to check the veracity of claims made in the application, especially with regard to any convictions for, or allegations about, abuse
- In the first instance all appointments should be regarded as probationary, and subject to a proper review process.
- (Some countries (eg UK) also hold a POVA register of people considered unsuitable to work with vulnerable adults). In a sense this is the most important work in ensuring that the vulnerable are safe from harm.

Supervision of Children

There should always be at least one adult (18+) and one helper (16+) present with children. In addition, a ratio of 1 adult to 8 children is the minimum for work in safe and manageable environments, with children of school age. For younger age groups that ratio will need to increase. It will also need to increase for activities 'off-site' or residential events. If there are only two adults present they should not be from the same family. No adult should work with children alone in a 'closed' setting. Children should not travel in cars with only one adult. In a situation where children are carried, and adults are present, insurance must be adequate.

Health and Safety

- All premises must be as safe as possible, bearing in mind the ages of children involved.
- A proper risk assessment should be made for activities that will include children and young people. Leaders should have a copy of the assessment or at least be aware of its conclusions.
- A register of attendance for each group is essential, including the names of leaders and helpers.
- Fire exits are to be marked, and fire drills practiced.
- A first aid kit must be readily available and Councils should ensure that there are sufficient people available with the expertise to use it. Training is highly recommended.
- An accident / incident book should be readily available and regularly inspected
- For off-site activities, best practice is to involve leaders in the planning of the event at every stage.



The Parents' Role

Parental Consent is required for any child or young person attending a particular activity

A contact number is required which will be active at all times

The leader must be informed of any allergies or health issues that affect their child.

A form must be produced that clearly describes the activity for which consent is being sought.

Reporting

Each Chaplaincy must appoint an independent person as Protection Officer (PO)

Any suspicion, allegation or discovery of abuse will be made in the first instance to that person

The PO will listen carefully to the allegation and record what is said.

The PO will decide who else needs to be informed immediately at local level, and will report their findings to the Diocesan Group for the Protection of Vulnerable People (DGPVP)

That group (or its chairman acting in concert with as many others as may be practicable to ensure the swiftest response) will appoint an inspecting officer (IO) who will carry out an investigation according to best practice, and will report back to the group.

The group will determine what further action to take, consulting with senior clergy and civil authorities as appropriate.

The bishop and/or archdeacon will take steps to ensure that pastoral care is offered to all concerned.

Training

Some training (for example in first aid or local procedures) will be best delivered at local level. Some training (for example for PO s, where a cohort experience will be helpful) will be carried out at archdeaconry level or introduced as part of Synod programme.

Organisations using Church premises

Only organizations that can sign up to the chaplaincy policy or have an equivalent policy of their own may use church premises. The policy will need to be prominently displayed with clear instructions about reporting procedures.

The role of the Diocesan Group

The DGPVP brings together a wide range of expertise and experience, including people with experience of safeguarding in the fields of: healthcare, care for the elderly, schools, prisons, churches in other provinces and the police force. Their role is to help implement and monitor the use of the policy and to arrange training as appropriate. Group members will be happy to advise chaplaincies on the production of individual policies. The group is Cyprus based for reasons of convenience and effectiveness (if the group needs to be convened quickly for example). The Archdeacon in the Gulf will give advice about how the group can be used or

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augmented in the Gulf area. The reporting procedures are, however, common to both archdeaconries.

Care of offenders

On occasion, the chaplain may become aware that someone with a (spent) conviction of abuse against a child or other vulnerable person, or someone against whom allegations have been made wishes to join the congregation. Certainly the Chaplain and the PO must be informed if information to this effect is received by others, and they will check it. In these cases best practice is for the chaplain and person involved to agree to a simple set of ground rules about their participation in church life, that will not place them or others at increased risk. The Chaplain and PO must decide who else needs to share the information in the best interests of all concerned.

Appendices

The following appendices demonstrate good practice in a number of the areas addressed by this policy, and will be helpful in determining individual policies.



Appendix 1

Pastoral Care and Prayer Ministry with Young People.

Usually this will happen in a corporate setting, perhaps within public worship. In other circumstances the following should be observed.

Basic Principles

- Always have the health and well being of the child or young person at the heart and exercise Ministry in a way that protects them.
- Never arrange to see a child or young person on your own. Always make sure there is another adult close by and in sight.
- Only those authorised by the church should carry out this Ministry (e.g. Priests and appointed youth leaders)
- Ensure that the young person feels welcomed, valued and accepted. Young people are vulnerable when they come to you. They may be anxious, worried or nervous about talking to someone, or telling something. Always respect the dignity of the young person and keep in mind their best interests and concerns.
- Secrecy. It is important to set the boundaries from the outset, by explaining to the child or young person that everything they talk about is confidential unless they tell you something that puts them in danger
- Respect the issues that the child or young person brings to you. For example, do not laugh or dismiss them, if they want to pray for something you may regard as trivial, such as a sick pet. If they do not have specific issues then you may want to offer a general prayer of blessing or thanksgiving.
- Always talk to and explain to the young person about what is happening.
- For example, if you would like to pray with them, ensure that they agree to it, and know how prayer will be exercised.
- Use appropriate ways of asking questions that enable the young person to talk. Use open questions that enable them to say how they feel. Do not be afraid of silence.
- Know when to bring the session to an end.
- If you are exercising a Ministry of prayer or laying on of hands that involves more than one authorised minister, then try to avoid a feeling of overcrowding which may be intimidating and overbearing for the person concerned.
- Laying on of hands is part of the churches Ministry of Healing for God's grace to be received for the healing of body, mind and spirit. However, laying on of hands has also become a recognised way of making a physical gesture that is affirming and comforting, a service to the particular ministry to be exercised in a way that reflects this.
- Adopt appropriate body language, touch and posture, especially if the young person is upset. Avoid anything that is or could be interpreted as inappropriate.



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- For example, if you are praying for physical healing it is appropriate to place your hands only on the head or shoulders of the individual and unwise to hold hands with the young person during time of prayer.
- The Sacramental Ministry of anointing should only to be carried out by an authorised person.
- When praying with young people choose your words carefully so that the prayer reflects the concerns that the young person has brought and offers them affirmation and comfort.
- Do not expect or anticipate something to happen, or let the individual think that they will have some kind of experience. Although God does give us these occasions it is not something anyone should come to expect. Prayer and any Ministry we exercise is part of an ongoing relationship with God that develops over time and God will do things in His own time and His own way. Some parts of the Church lay great emphasis on the Gifts of the Spirit and this needs to be expressed with sensitivity, care and gentleness.
- Some young people will come to you when they are upset or crying, others may get upset or emotional whilst they are talking with you, or whilst you are praying with them. If a person becomes distressed when you are praying with them then stop praying, and talk about what has upset them. The young person's emotions need to be respected and dealt with sensitively, acknowledging for example that it is alright to cry or express their anxiety or sadness.
- However, you should see that person through the crying and take time to reflect on the positive things in their life before moving on to agree together on what will happen next. Ask them to repeat what you have agreed so you know they have understood.
- Sometimes people want to talk to you or make a confession about something that has happened to them. Some people will come to you with a feeling of guilt for something that has happened which was not their fault, so it is important to tell them explicitly that what they have experienced is not a sin on their part, and it was not their fault. If this occurs during sacramental confession you should use an appropriate prayer that asks God to help them to be free of feelings of guilt, rather than the prayer of absolution which may make them think it is still their fault.
- Always talk to and discuss with a young person any action you may have to take. If you have reservations about this, ask yourself why this young person has decided to tell you something in the first place. It may be their way of asking for help in some way.

Follow up

- It may be that you will need follow up sessions with the person concerned. Again these need to have boundaries – both in terms of time and acknowledging what you can do. You may get to a stage when you need to commend the individual to someone else who can help them with a specific issue. Ask the young person if they would like you to talk to someone about the issue they have raised so it can be followed up and they can continue to receive the support they need.
- Do not make promises that you will not or cannot keep, for example do not tell young people you will follow up something then fail to do so.



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- If you are out of your depth with a particular issue they have shared then acknowledge this by telling the young person and getting their permission to talk to someone who can help you understand.
- Young people can easily become attached to or dependent on someone who is helping them so you must be disciplined about the time you spend with them and the access they have to you. Normally you need to work within the boundaries that have been set.
- Sometimes it may be appropriate to ask the young person if they think their parents need to be involved or informed about a particular issue, or if the young person should be encouraged to talk to them. Remember the young person's family and home situation as well as the age of the child/young person and the issue involved. You may want to ask the young person if you could talk to their parents.
- Do not confuse the difference between prayers for someone who has been affected by the supposed experience of the supernatural or the occult and the Ministry of Deliverance.
- Some young people may want to speak to you because they are bedevilled with aspects of the occult, which needs careful sensitive handling.
- Preferably have another person (Priest or Lay) with you when you know in advance you are going to be asked questions about or asked to pray about an issue of supposed supernatural experience or other aspect of the occult.
- It is essential that you do not offer help, advice or prayer until you have listened to what the child/young person has to say and then clearly help them differentiate (according to their age and ability) between what popular imagination may refer to as "exorcism" and what you can offer them at this time.

The foregoing raises issues about ministry of deliverance more generally. In due course guidelines will be issued for guidance in this very sensitive field.



Appendix 2

Advice On Organising Off-Site Activities For Young People

Any residential event organised for children and young people will involve taking responsibility for their well being, being prepared for any eventuality and anticipating situations where there is possible harm and taking steps to minimise risks.

Before any residential event takes place the leader must carry out a risk assessment of the venue and activities. The following areas must be considered:

- Check that the venue has a Child Protection Policy
- Identification of hazards
- Who might be harmed and how this might happen
- Fire procedures / exits
- Assess the risks and take action to remove or avoid them
- Record the details of the risk assessment and make it available to the other leaders and to the parent / carer / guardian of the child or young person

The activity/event organiser, including events organised by other churches must have a Child Protection Policy Statement in line with that of the Diocese. The Policy Statement must set out clearly the child protection procedure that will be followed at the event, and must also be written down and agreed, and a Child Protection Co-ordinator appointed for the event.

The Policy Statement must contain details of the procedure to be followed for dealing with suspicion or allegations of abuse and must give a clear reporting line. This must include the names and contact details of the persons to be contacted within each of the participating organisations.

All parents / carers/ guardians must receive full information of the venue, travelling arrangements, activities, supervision etc and must give written permission for their child/children to attend. A sample parental consent form can be found at appendix 3.

Where camps are organised with workers from different organisations or denominations, it is important that all use the same forms and procedures when recruiting leaders.

All leaders must be given the opportunity to meet together before the activity/event to discuss the programme, activities, child protection arrangements and health and safety provisions. The child protection policy for the duration of the activity/event must be clearly understood.

A daily log of all activities must be kept by the group leaders and any significant incidents recorded.

It is the responsibility of the leaders to know the whereabouts of every child / young person who is attending the activity/event at all times.

General safety rules should be explained to all attending the activity/event before it commences.



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A Health Information and Consent Form must be completed for every child / young person who will be attending. No child / young person must be allowed to attend the activity/event without a completed form. The forms must be held by the group leader in case of emergency. All forms will be destroyed on the return from activity/event. If swimming is to be undertaken, this must be included on the form. It is important to ascertain who can swim unaided.

The activity/event organiser must ensure adequate first aid facilities including first aid boxes. All accidents and injuries must be recorded. Any medication brought by a child / young person is the responsibility of the first aider and suitable storage must be provided. Such medication must always be available to the child (e.g. do not forget inhalers if a trip is planned away from the activity or event location).

Arrangements for sleeping must be considered carefully. Adults should not share sleeping accommodation with children / young people. However, adults should be near at hand and accessible at night in case of an emergency. The children / young people should be made aware of where adults are sleeping. Adults should not enter sleeping accommodation of the children / young people alone.

It is important that the activity/event organiser ensures that there is adequate insurance cover for all eventualities such as personal accident (e.g. death or disablement), lost or stolen property and personal liability. If the activity/event is being held at a centre it is important to establish that there is appropriate Public Liability Insurance.

Group leaders must follow the advice given in respect of taking and using images of children and young people.



Appendix 3

Parental Consent Form - Visits And Activities

CHURCH / GROUP:

DATE OF VISIT / ACTIVITY:

DEPARTURE PLACE AND TIME:

RETURN PLACE AND TIME:

COST: (cheque made payable to:))

TRANSPORT ARRANGEMENTS:

ITEMS TO BE BROUGHT:

Consent form to be returned by:

I give permission for:

to take part in the visit / activity to take place on:

I give my consent to any medical treatment that may be necessary in the event of an emergency.

I enclose a cheque / cash for the sum of:

Signature of Parent / Guardian:

Date: Emergency contact telephone number:

Proposed visit or activity:

Please indicate on the return slip if you wish your child to be withdrawn

from any of the activities.

ADVENTURE ACTIVITIES AND MEDICAL EMERGENCIES

Name, address & telephone number of family Doctor.

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Please give information of any specific medical or dietary needs

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Appendix 4

Images Of Children And Young People

Consent is necessary before making and using images of children or young people. It is very important to take particular care when making images of children and young people as there may be instances whereby there are very good reasons for the refusal of a parent or guardian for the taking or use of images e.g. the child may be the subject of a legal dispute or in authority care where the whereabouts of a child or young person must not be widely known. It is also very important to take care in naming children and young people when publishing images, because doing so may make them a target for potential abusers and in the case of digital images these could be manipulated for child pornography.

Parental Consent

The consent of parents / guardians and children is required before making images. Consent in writing should be obtained prior to publication in a newsletter, notice board or on the Internet.

If an event such as a church service or nativity play is to be photographed, advance warning should be given to allow a parent or guardian to remove a child or young person from view of the camera.

This also allows the parent or guardian to contact the leader afterwards to ensure that the image of their child is not published in any form.

General Rules

- Whenever possible each child or young person should be part of a group
- If names are to be published only the first name of a child or young person should be used.
- Should a child or young person be named in full an image of the individual should not be used.
- Avoid images of scantily clad children or young people - if this is unavoidable e.g. if they are swimming, only group images should be used and full body or face shots must be avoided.
- Information should be given if the image is to be retained for future use.
- The image must be securely stored and disposed of/deleted when no longer required.



Appendix 5

Outline Job Description Form

This form should be completed for all workers with children and young people. If the role changes substantially a new

form should be completed. Copies should be retained by the worker, the Chaplain and the PO.

To be completed on behalf of the P.C.C.

Name of group Name of worker (e.g. Sunday School)

Age range Person to whom responsible (e.g. Youth Group Leader)

Where / when they meet

Work to be undertaken

Signed (on behalf of the P.C.C.)

To be completed by the worker with children / young people

I understand the nature of the work I am to do with children / young people. I have read the Code of Good Practice for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed:



Appendix 6

Form Of Questions To Be Included In Any Appointment Process

Applicants from jurisdictions that provide them (eg UK) should be required to produce their current Criminal Records Bureau certificate or equivalent.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

YES / NO

(N.B.The disclosure of an offence may not be a bar to your appointment)

Nature of offence:

Date of offence:

Please give the name and address of two referees from whom the parish may seek information regarding your suitability for appointment.

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable)

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable)



Appendix 7

Guidance For The Conduct Of Pastoral Ministry To Vulnerable Adults

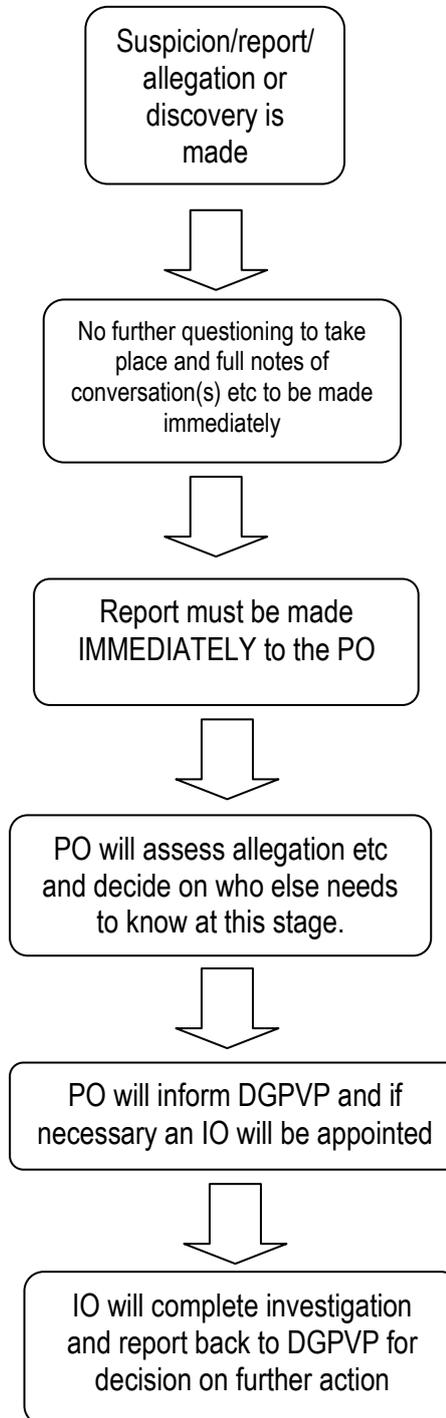
Code of Conduct for all those exercising pastoral ministry:

1. Particular care must be exercised when ministering to persons with whom the church worker has a close personal relationship or family relationship.
2. Church workers should be aware of the dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
3. Church workers should recognise their limits and not undertake any ministry, which is beyond their competence or role e.g. therapeutic, counseling, counseling victims of abuse, domestic violence or their perpetrators or give legal advice. Where the vulnerable adult identifies a need for such support then it should be referred to another person or agency with the appropriate expertise.
4. Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
5. Church workers should never seek any personal advantage or gain by virtue of their ministry with vulnerable adults. Extreme care must be exercised about accepting personal gifts from those in receipt of pastoral ministry. Church workers must not encourage people to give, lend or bequeath money or gifts which will indirectly benefit them or their family.
Church workers must not accept offers of gifts and should ensure that where a gift has been offered the PCC is informed.
6. Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
7. Care should be taken when helping with physical needs always respecting the choices of the person involved.
8. Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Church workers should recognise such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements will need to be made for the ongoing pastoral care of the individual.
9. Church workers must not undertake pastoral ministry when under the influence of alcohol or drugs.
10. If a church worker suspects a vulnerable adult of being abused or suspects another worker of using their position of trust inappropriately then there is a duty to report that suspicion to the Chaplaincy Protection Officer

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The process for any incident will be as follows:



1. Confidentiality is paramount at all times through this process.
2. All PO's and IO's MUST be suitably trained.
3. At all stages it must be remembered that this COULD result in legal proceedings and rules of evidence are essential.
4. The child or young person's welfare is top priority.
5. All involved will be given necessary pastoral care.